

## **ARTICLE II ESTABLISHMENT OF REGISTERS**

### Section 1. - City Human Resource Director to Establish and Maintain Registers.

#### Paragraph 1.

It shall be the duty of the Department/Division Head of each department to notify the Director of Human Resource as far in advance as possible of vacancies which may occur in the department. The Human Resource Director shall be responsible for determining the adequacy of existing registers for all positions.

### Section 2. - Preparation of Registers.

#### Paragraph 1.

After examination, the Human Resource Director shall prepare the register of candidates who meet the minimum qualifications for the job.

### Section 3 - Duration of Registers

#### Paragraph 1.

Eligible registers shall automatically expire no later than one (1) year after the date established unless the Personnel Advisory Board, for good reason which shall be recorded in its minutes, shall extend the time.

#### Paragraph 2.

Whenever a register is exhausted or replaced, the Human Resource Director shall give written notice to each City Department and each eligible remaining on the register at the person's last known address.

### Section 4 - Removal of Names from Registers

#### Paragraph 1.

The Human Resource Director may remove the name of an eligible from a register:

- (a) For any of the causes shown under "Disqualifications of Applicants" in Article I - Examinations, of these Regulations;
- (b) On evidence that the eligible cannot be located by postal authorities;

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- (c) On receipt of a statement from the eligible declining an appointment, and stating that the person no longer desires to be considered for a position with a department;
- (d) If two (2) offers of probationary appointments to the class for which the register was established have been declined by the eligible, unless the person submits in writing reasons sufficient in the judgment of the Personnel Advisory Board to justify the previous refusals of appointment.

Paragraph 2.

The Human Resource Director shall notify the eligible by first class mail sent to the person's last known address of the removal from the register and the reasons therefore. An eligible's name shall be reinstated on the register upon showing of cause satisfactory to the Human Resource Director, or in accordance with a decision of the Personnel Advisory Board upon a written appeal.

Section 5 - Reappointment Register

Paragraph 1.

The Human Resource Director shall maintain a re-appointment register containing the names of former regular employees whose separation from the city's employ was for reasons other than for cause, and it shall have precedence over other registers. It shall be maintained by the Human Resource Department, and shall show the name, address, telephone number, department and title of the last Career Service position held. A former employee listed on a reappointment register shall be eligible for appointment to any position on the same or lower salary grade for which the person is qualified. Persons whose separation from the career service was for cause may not be placed on a reappointment register.